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eRequisition Catalog Item Process Guide

This process guide provides instruction on the functional steps to create an eRequisition containing a catalog item. For NC E-Procurement, an eRequisition is a requisition that is created electronically using the Ariba system. If an item appears in the catalog, it signifies that that item is part of a Statewide Term Contract with the State of North Carolina.

I. Create an eRequisition

An eRequisition is created when a user selects items to order in NC E-Procurement. The user initiating the requisition is referred to as the requester. There are two main steps required to create an eRequisition:

1. **Add Items** – Select and add items to the shopping cart.
2. **Summary** – Enter title, shipping, accounting, comment, and attachment information, as well as review the eRequisition for accuracy.

The Ariba Dashboard, shown below, is the first page displayed once a user logs into NC E-Procurement. To begin an eRequisition, click the **'eRequisition'** link in the **'Common Actions'** Portlet, or click **'Create'** on the Menu Bar and then select **'eRequisition.'**

The screenshot shows the NC E-Procurement Ariba dashboard. At the top, the 'Menu Bar' includes 'Create', 'Search', 'Manage', and 'Preferences'. The 'Create' button is circled. Below the menu bar is the 'Home Dashboard' section. On the left, the 'Common Actions' portlet contains a 'Create eRequisition' link, which is circled with a dashed line. Below this is the 'Recently Viewed' portlet. On the right, there are several portlets: 'To Do' (empty table), 'Search' (with a search bar and filters for Catalog, eRequisition, Purchase Order, Receipt, User Profile, and More...), 'News' (with a welcome message and training resources), and 'My Documents' (empty table). The 'News' portlet includes a link to the training resources: <http://eprocurement.nc.gov/Training.html>.



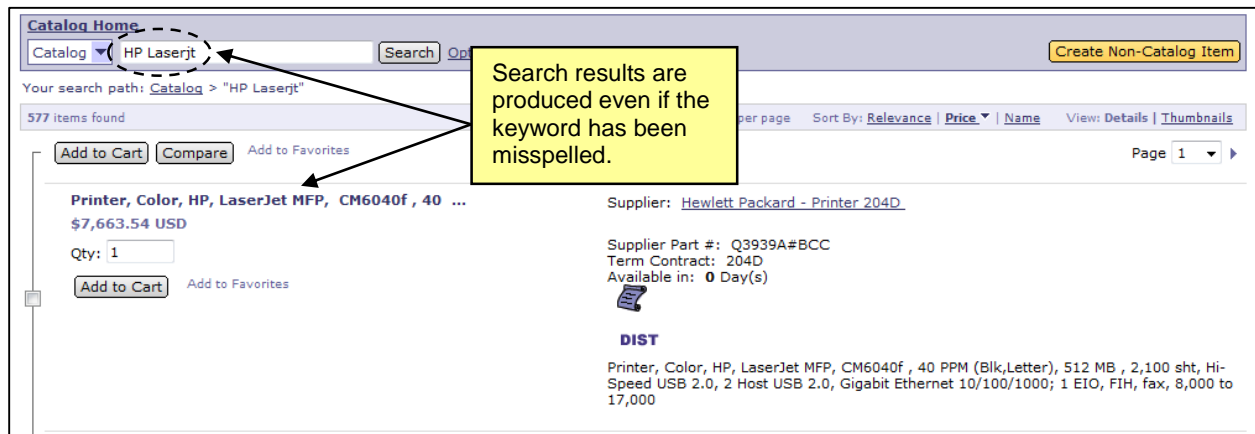
II. Add Items

Users may add catalog (Statewide Term Contract) items to their eRequisition by utilizing the catalog search functionality. From the **'Catalog Home'** page, a user can also navigate to the eQuote and Punchout options, as well as choose to create a non-catalog item. Punchout, eQuote, and non-catalog requisitioning processes are covered in separate process guides.

Users can search the catalog using several methods. In addition to being able to browse the catalog by clicking a Supplier Name or Category, users can click **'Options'** to view additional search field options.

1. Keywords (e.g., pen) may be entered in the first free-text field to the left of the **'Search'** button.

Note: The keyword search field is intuitive and incorporates approximate string matching for user entries (e.g., even if a keyword is misspelled, the system will still produce search results).



2. **Supplier Part #:** If a user knows the Supplier Part Number of the item for which they are searching, they may enter it here.
3. **Manufacturer Part #:** If the user knows the Manufacturer Part Number of the item for which they are searching, they may enter it here.
4. **Contract ID:** Enter the specific State of NC Statewide Term Contract ID here to search for all catalog items on a specific Statewide Term Contract. A list of Contract IDs may be found at <http://www.pandc.nc.gov/numlistt.aspx>.
5. **Commodity Codes:** The National Institute of Government Purchasing (NIGP) provides a standardized list of Commodity Codes. Commodity Codes provide a means for classifying goods and services to promote purchasing efficiency. A list of Commodity Codes and the goods/services they represent may be found at <http://www.pandc.nc.gov/ipsalpha.htm>



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6. Enter the desired search criteria and click the **'Search'** button.

The screenshot displays the NC E-Procurement eRequisitioning Course interface. At the top, the header includes the NC E-Procurement logo, the text "ARIBA® SPEND MANAGEMENT", and navigation links for "Home", "Help", and "Logout". Below the header, a navigation bar contains "Create", "Search", "Manage", and "Preferences". The main content area is titled "RQ16972808: Untitled Requisition" and includes a "Summary" button and a "Total: \$0.00000 USD" display. A "Catalog Home" section features a "Catalog" dropdown menu, a "Search" button, and an "Options" button. A yellow callout box points to the "Options" button with the text: "Clicking 'Options' will allow users to customize their catalog search." Below the "Catalog Home" section, a "Supplier" list is displayed on the left, and a "Browse the catalog by clicking a Supplier Name or a Category." section is on the right. The "Supplier" list includes various suppliers such as "9 to 5 Seating (506)", "Abco Office ... (129)", "ABM Electrical ... (54)", "ACCREDITED LOCK & ... (253)", "ACHIEVA, INC. (7)", "ADDEN FURNITURE INC (79)", "Advanced Lighting ... (35)", "ADVANCED SEATING ... (23)", "AgCare (21)", "Airflow Products ... (143)", "Airgas USA LLC (13)", "Allseating ... (3)", "ALPHANUMERIC ... (1288)", "Amatrol, Inc. (1343)", "American Air Filter ... (468)", "AMERICAN SEATING ... (1)", "AMERIGAS PROPANE LP (1)", "ANDERSON SANITARY ... (69)", "ANSELL HEALTHCARE ... (21)", "Apple, Inc. (1)", "Applied Industrial ... (177)", "Arcadia Chair ... (2570)", "Art Design ... (6)", "ASC Construction ... (16)", "August Incorporated (1607)", "AUTO SUPPLY COMPANY ... (21)", "B.W.Wilson Paper Co. (6)", "BARRICKS ... (59)", "Batteries Plus of ... (8)", "BATTLE & BATTLE ... (3)", "Berco, Inc (1)", "Blade Equipment, ... (114)", "BLANKENSHIP ... (8)", "BLOCKHOUSE COMPANY ... (384)", "BLOSSMAN GAS, INC. (1)", "BOBBY MURRAY CHEV ... (35)", "Bobcat Company (930)", "Boling Furniture ... (200)", "Bound Tree Medical ... (25)", "BRADY DISTRIBUTING ... (2)", "BRAME SPECIALTY ... (21)", "BRITTANY SUPPLY INC. (41)", "BROOKER ... (153)". The "Browse the catalog by clicking a Supplier Name or a Category." section includes various categories such as "AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (2685)", "AGRICULTURAL EQUIPMENT AND SUPPLIES (2241)", "CHEMICALS (444)", "APPLIANCES, ELECTRICAL, CLOCKS (22144)", "APPLIANCES (3297)", "ELECTRICAL EQUIPMENT (15647)", "BUILDING MATERIALS, MAINTENANCE (3558)", "BUILDING MATERIALS (3282)", "JANITORIAL SUPPLIES AND EQUIPMENT (21)", "PAINT AND PAINT MATERIALS (253)", "CLOTHING & TEXTILE ITEMS (1329)", "CARPET AND FLOOR MAINTENANCE AND MACHINES (1327)", "WINDOW COVERINGS, UPHOLSTERY (2)", "FOOD & RELATED ITEMS (282)", "165-00: CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL (1)", "393-00: FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS (278)", "740-00: REFRIGERATION EQUIPMENT AND ACCESSORIES (3)", "FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (85404)", "420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (58789)", "MEDICAL & LAB EQUIPMENT & SUPPLIES (4448)", "DRUGS & MEDICINES (21)", "LABORATORY EQUIPMENT AND SUPPLIES (58)", "MEDICAL EQUIPMENT AND SUPPLIES (4369)", "OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (4649)", "AND SUPPLIES (4411)", "PRODUCTS/PLASTICS (84)", "AWARD ITEMS (98)", "ATIONS, EQUIPMENT AND SUPPLIES (56)", "CREASE AND LUBRICANTS (66)", "POLICE & SAFETY EQUIPMENT (320)", "POLICE EQUIPMENT (180)", "SAFETY EQUIPMENT (140)", "SERVICES (CONTRACTUAL & CONSULTANT) (2136)", "915-00: COMMUNICATIONS AND MEDIA RELATED SERVICES (113)", "920-00: DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES (646)", "929-00: EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - AGRICULTURAL, and HEAVY INDUSTRIAL EQUIPMENT (1)", "More ...", "TECHNOLOGY ITEMS (11982)", "COMMUNICATION EQUIPMENT (5496)", "COMPUTERS AND RELATED ITEMS (6486)".

After conducting a search, the results page will be displayed. It will provide further options for refining the search and evaluating the results.

7. The Catalog Navigation Panel will provide options to allow users to refine results. Those options will automatically appear and are dependent on the search results. Select an option from this menu to see only those results matching the specified criteria.
8. **'Your search path'** displays the trail of the current search. Click any of the links to move back through the trail.



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9. Clicking a link next to **'Sort By'** allows users to sort the search results based on **Relevance**, **Price**, or **Name**.
 - a. **Relevance** places the items with the best or most complete match near the top.
 - b. **Price** places the least expensive items closer to the top.
 - c. **Name** sorts the list alphabetically by name.

NC E-Procurement @your service ARIBA* SPEND MANAGEMENT Home | Help | Logout

Welcome NCASRequester NCASRequester

Create Search Manage Preferences

RQ16972808: Untitled Requisition Items: 0 Total: \$0.00000 USD Summary Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Catalog pen Search Options Create Non-Catalog Item

Supplier Part #: Manufacturer Part #: Contract ID: Commodity Code:

Your search path: Catalog > "pen"

Supplier Punchout Catalog Resources

- MyOfficeProducts (1)
 - MyOfficeProducts (Punchout Catalog) - 615A
- Forms & Supply, Inc-FSIoffice (1)
 - Forms and Supply (Punchout Catalog) - 615A
- CAROLINA IMAGING (1)
 - Carolina Imaging (Punchout Catalog) - 615A
- Piedmont Office Suppliers (1)
 - Piedmont Office (Punchout Catalog) - 615A

Shorten View

508 items found Show: 20 | 50 | 100 results per page Sort By: Relevance Price Name View Details Thumbnails

Add to Cart Compare Add to Favorites Page 1

SVC-PB-SE-00001 Mobile Armor- Deployment Engineer ...
\$200.00 USD
Qty: 1
Add to Cart Add to Favorites
Supplier: Panasonic Computer Solutions C.
Supplier Part #: CF-SVCMADPENG
Term Contract: 204B
Available in: 30 Day(s)
DIST
SVC-PB-SE-00001 Mobile Armor- Deployment Engineer - PolicyServer and Client Installation Services - Per Hour

Award, 5 Year, Ballpoint pen has a click-top and ...
\$9.59 USD
Supplier: C.A. Short Company



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10. Users who want to select items from a Supplier Punchout Catalog may enter the name of the supplier in the keyword field or type 'punchout' to view a complete list of **'Supplier Punchout Catalog Resources.'** Click the supplier's name to directly access the supplier's online catalog for the Statewide Term Contract. For additional information on ordering from punchout catalogs, please refer to the 'eRequisition Punchout Item Process Guide.'

The screenshot shows the NC E-Procurement catalog search results for the keyword 'punchout'. The left sidebar contains filters for Category, Supplier, Language, and Manufacturer. The main content area displays a list of 'Supplier Punchout Catalog Resources' under the search path 'Catalog > "punchout"'. A yellow callout box with an arrow pointing to a supplier entry states: 'Clicking directly on a supplier's name will redirect a user's search to that supplier's online punchout catalog.'

Supplier	Item
En Pointe Technologies (1)	EnPointe (Punchout Catalog) - 208H
Fisher Scientific Company LLC (2)	Fisher Scientific (Punchout Catalog) - 493A
VWR INTERNATIONAL, LLC (1)	VWR (Punchout Catalog) - 493A
Forms & Supply, Inc-FSIOffice (1)	Forms and Supply (Punchout Catalog) - 615A
CAROLINA BIOLOGICAL (1)	Carolina Biological (Punchout Catalog) - 493C
Future Tek, Inc. (1)	Future Tek, Inc. (Punchout Catalog) - 924A
Software House International (1)	SHI Government (Punchout Catalog) - 208H ...
W W GRAINGER INC (1)	W W Grainger (Punchout Catalog) - 445B
NC Department of Public Safety (1)	Correction Enterprises (Punchout Catalog)...001A
MyOfficeProducts (1)	MyOfficeProducts (Punchout Catalog) - 615A
Equote Punchout (1)	eQuote Punchout Site

11. Some catalog items are placeholders for additional ordering instructions. Items containing additional ordering instructions will reflect a price of **'\$0.00 USD'** and will contain the necessary steps in the item description. Users should refer to those instructions when adding this type of item to their eRequisition.

The screenshot shows the NC E-Procurement catalog search results for the keyword 'diesel fuel'. The left sidebar contains filters for Keyword, Category, Supplier, and Manufacturer. The main content area displays a list of items. A yellow callout box with an arrow pointing to an item with a price of '\$0.00 USD' states: 'Items with a price of '\$0.00 USD' will contain additional ordering instructions in the item description.' Below the item, a dashed oval highlights the 'Man. Info' field, which contains the text: 'Diesel Fuel, Ultra-lo Sulfur Transport, James River Solutions. Please view the product description and click the contract link within the "Man. Info" field for ordering instructions.'

Item	Price	Supplier
Diesel Fuel, Ultra-lo Sulfur Transport, James River Solutions	\$0.00 USD	James River Solutions

Note: There are several icons that may be displayed on a catalog line item that indicate additional information about the item or supplier.

12. The **Scroll Icon** indicates that a PDF version of the contract is available for viewing. Click the **Scroll Icon** to see the Contract.

Note: The PDF file will open in a pop-up window. Pop-up window blockers must be turned off to allow the window to appear. Adobe® Reader® is required to view PDF files. Adobe® Reader® is available for free download at <http://get.adobe.com/reader/>.

13. The **Recycled Content Icon** indicates that the item is made from recycled materials.



6 items found

Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

[Add to Cart](#) [Compare](#) [Add to Favorites](#)

Paper, Bond, Recycled 100%, White, Boise Aspen ...

\$48.45 USD

Qty:

[Add to Cart](#) [Add to Favorites](#)

Supplier: [B.W. Wilson Paper Co.](#)

Supplier Part #: 054922
Term Contract: 645A
Available in: 10 Day(s)

Scroll Icon

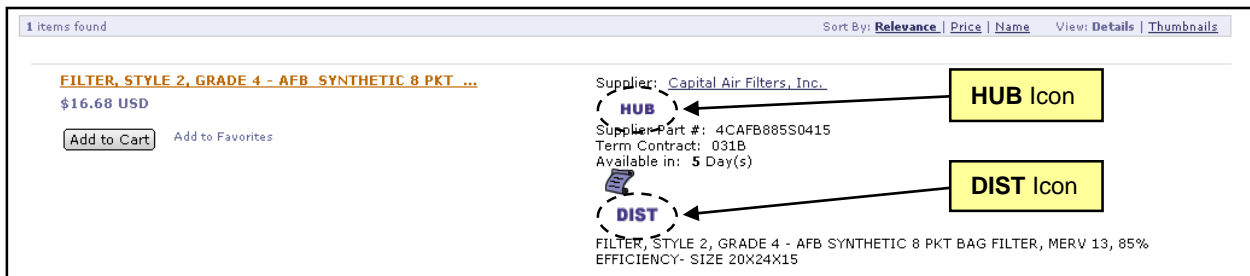
Recycled Content Icon

Paper, Bond, Recycled 100%, White, Boise Aspen 100, 8 1/2x11, 20#, 5000/Ctn, 92 Brightness, 100% Post Consumer Fiber, 100% Environmentally Responsible, Processed Chlorine Free, Laser Guaranteed, Ream Wrapped, FSC Certified

14. The **DIST Icon** indicates that an item is supplied by a distributor. Once the item is added to the shopping cart, users will need to select the appropriate distributor through the **'Supplier'** field.

15. The **HUB Icon** indicates that the item is supplied by a registered Historically Underutilized Business (HUB).

Note: North Carolina E-Procurement receives vendor HUB certification status directly from the Office for Historically Underutilized Businesses.



1 items found

Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#)

FILTER, STYLE 2, GRADE 4 - AFB SYNTHETIC 8 PKT ...

\$16.68 USD

[Add to Cart](#) [Add to Favorites](#)

Supplier: [Capital Air Filters, Inc.](#)

HUB

Supplier Part #: 4CAF8885S0415
Term Contract: 031B
Available in: 5 Day(s)

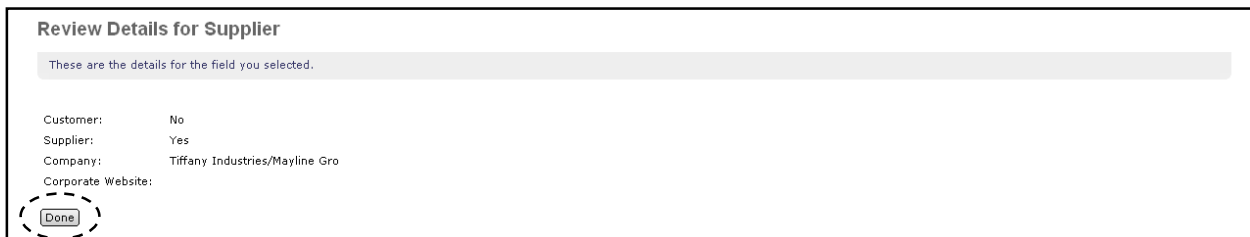
DIST

HUB Icon

DIST Icon

FILTER, STYLE 2, GRADE 4 - AFB SYNTHETIC 8 PKT BAG FILTER, MERV 13, 85% EFFICIENCY- SIZE 20X24X15

16. To view detailed supplier information, click the underlined supplier name link. The **'Review Details for Supplier'** screen will appear. Click **'Done'** to return to the search results.



Review Details for Supplier

These are the details for the field you selected.

Customer: No
Supplier: Yes
Company: Tiffany Industries/Mayline Gro
Corporate Website:

[Done](#)



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17. Using the 'View' options, the user can choose whether to view the item in a more detailed view ('Details') or as a Thumbnail view ('Thumbnails').

The screenshot displays the NCE-Procurement website interface. On the left, there is a sidebar with filters for Keyword, Category, and Manufacturer. The main content area shows a search result for 'Copier, Purchase, Segment 4.2, Digital, Xerox ...' with a price of \$6,424.00 USD. A yellow callout box points to the 'View Details' link, stating: 'The Details view shows details of the catalog items, such as Supplier Part Number, Statewide Term Contract ID, etc.' The right side of the page shows the item details, including the Supplier (XEROX CORPORATION), Supplier Part # (W5855APT), Term Contract (600B), and Available in (20 Day(s)).

The screenshot displays the NCE-Procurement website interface in the 'Thumbnails' view. The main content area shows a grid of catalog items, each with a shortened description and price. A yellow callout box points to the 'View Thumbnails' link, stating: 'The Thumbnails view condenses the catalog items, showing only the shortened Description and Price.' The items listed include 'Copier, Purchase, Segment 4.2, Digital, Xerox ...', 'Copier, Rental, 60 months, Segment 6, Digital, ...', 'Copier, Purchase, Segment 1, Digital, Xerox ...', 'Maintenance, Copier, Segment 1, 3 year coverage, ...', 'Copier, Purchase, Segment 2, Digital, Xerox ...', 'Copier, Rental, 36 mo, Segment 3, Digital, Xerox ...', 'Xerox Colorcube Ink Magenta, Colorcube 8570 (2 ...)', 'Xerox Colorcube Ink Cyan, Colorcube 8570 (2 ...)', and 'Xerox Colorcube Ink Yellow, Colorcube 8570 (2 ...)'.



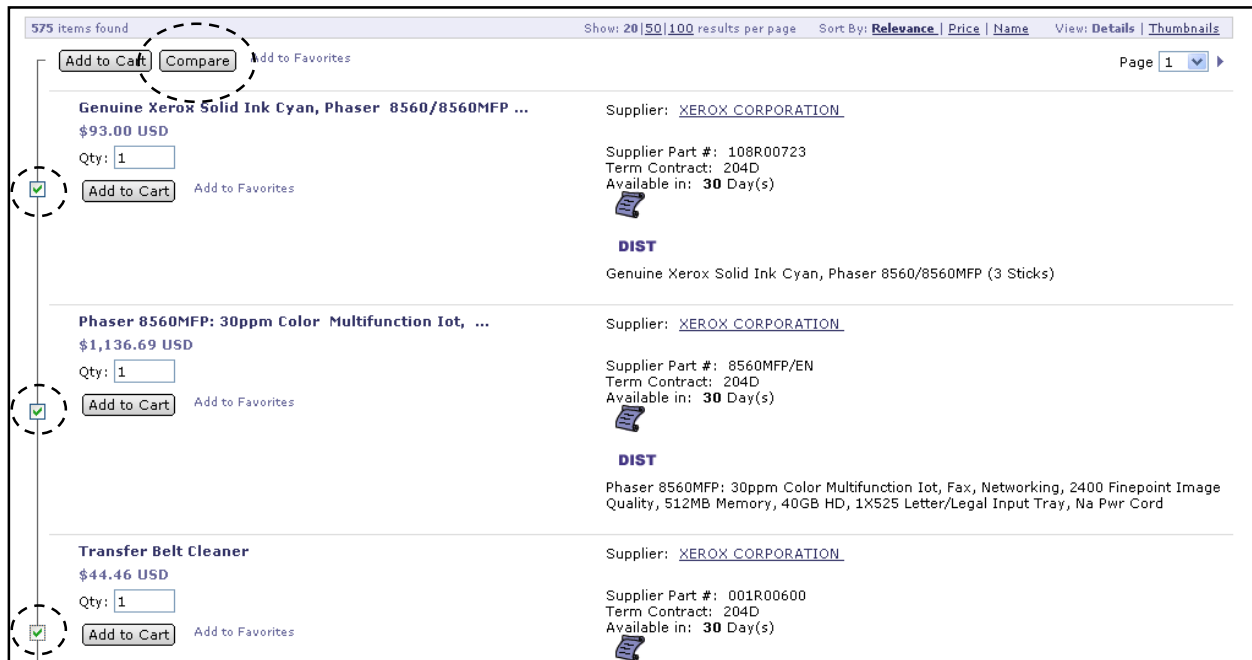
NC E-Procurement @ Your Service eRequisitioning Course eRequisition Catalog Item Process Guide

18. Users can add items to an eRequisition at any time by checking the box next to the desired item and clicking the **'Add to Cart'** button next to that item. To add multiple items, check the box next to more than one item and then click **'Add to Cart'** at the top of the search results.

The screenshot displays the NC E-Procurement Ariba Spend Management interface. On the left, there's a sidebar with filters for Keyword, Supplier, Manufacturer, and Price. The main area shows search results for 'OFFICE EQUIPMENT & SUPPLIES/PAPER/ ...'. The results list includes items like 'Calculator, Hand Held, Basic, Sharp, EL-240SB' and 'Teacher Kit, Calculator, Hand Held, Fraction'. Each item has a checkbox and an 'Add to Cart' button. A yellow callout box with an arrow pointing to the 'Add to Cart' button at the top of the results list contains the following text:

To add multiple items, users may check the box next to the chosen items and click **'Add to Cart'** at the top of the search results. To add a single item, users may click **'Add to Cart'** on the individual item description.

19. Two or more items can be compared side by side to quickly review the attributes of those items. Check the boxes next to the items to be compared and click the **'Compare'** button.



575 items found Show: 20 | 50 | 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnails](#) Page 1

Add to Cart **Compare** **Add to Favorites**

Genuine Xerox Solid Ink Cyan, Phaser 8560/8560MFP ...
\$93.00 USD
Qty: 1 **Add to Cart** **Add to Favorites**

Supplier: [XEROX CORPORATION](#)
Supplier Part #: 108R00723
Term Contract: 204D
Available in: 30 Day(s)

DIST
Genuine Xerox Solid Ink Cyan, Phaser 8560/8560MFP (3 Sticks)

Phaser 8560MFP: 30ppm Color Multifunction Iot, ...
\$1,136.69 USD
Qty: 1 **Add to Cart** **Add to Favorites**

Supplier: [XEROX CORPORATION](#)
Supplier Part #: 8560MFP/EN
Term Contract: 204D
Available in: 30 Day(s)

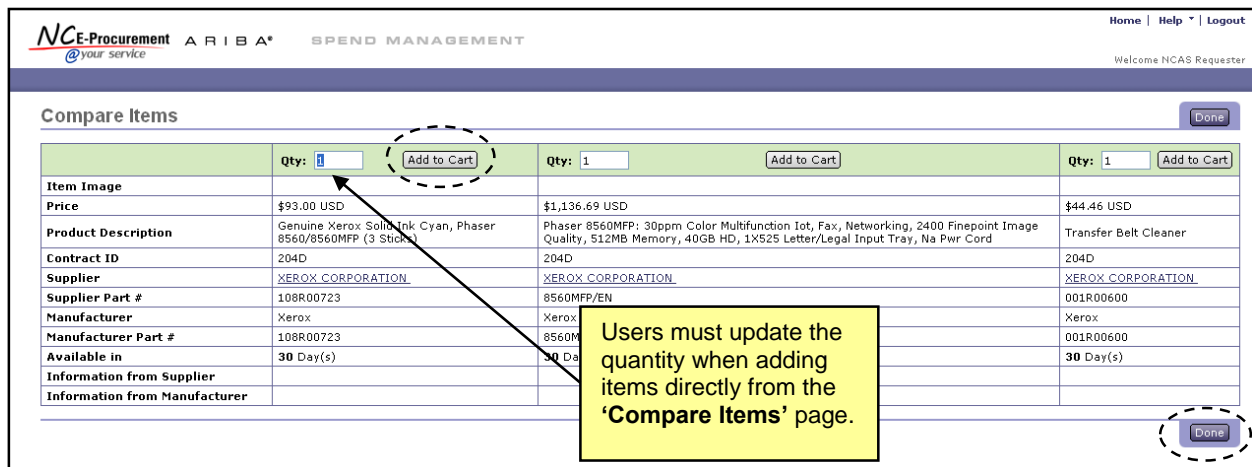
DIST
Phaser 8560MFP: 30ppm Color Multifunction Iot, Fax, Networking, 2400 Finepoint Image Quality, 512MB Memory, 40GB HD, 1X525 Letter/Legal Input Tray, Na Pwr Cord

Transfer Belt Cleaner
\$44.46 USD
Qty: 1 **Add to Cart** **Add to Favorites**

Supplier: [XEROX CORPORATION](#)
Supplier Part #: 001R00600
Term Contract: 204D
Available in: 30 Day(s)

20. The **'Compare Items'** page will be displayed. Once the information has been reviewed, click **'Done'** to return to the search results.

21. In order to add items directly from the **'Compare Items'** page, update the quantity for the desired item and click **'Add to Cart.'**



NC E-Procurement Ariba® SPEND MANAGEMENT Home | Help | Logout
Welcome NCAS Requester

Compare Items **Done**

	Qty: 1 Add to Cart	Qty: 1 Add to Cart	Qty: 1 Add to Cart
Item Image			
Price	\$93.00 USD	\$1,136.69 USD	\$44.46 USD
Product Description	Genuine Xerox Solid Ink Cyan, Phaser 8560/8560MFP (3 Sticks)	Phaser 8560MFP: 30ppm Color Multifunction Iot, Fax, Networking, 2400 Finepoint Image Quality, 512MB Memory, 40GB HD, 1X525 Letter/Legal Input Tray, Na Pwr Cord	Transfer Belt Cleaner
Contract ID	204D	204D	204D
Supplier	XEROX CORPORATION	XEROX CORPORATION	XEROX CORPORATION
Supplier Part #	108R00723	8560MFP/EN	001R00600
Manufacturer	Xerox	Xerox	Xerox
Manufacturer Part #	108R00723	8560M	001R00600
Available in	30 Day(s)	30 Day(s)	30 Day(s)
Information from Supplier			
Information from Manufacturer			

Done

Users must update the quantity when adding items directly from the 'Compare Items' page.



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22. Once **'Add to Cart'** is selected, the **'Summary'** page will be displayed and the selected item(s) will display on the eRequisition.

23. More items can be added to the eRequisition at this point by clicking **'Add from Catalog'** or **'Add Non-Catalog Item.'**

Note: Users may see a more detailed view on the **'Summary'** page by clicking **'Show Details.'**

NC E-Procurement @your service Ariba® SPEND MANAGEMENT Home | Help | Logout

Home Create Search Manage Recent Preferences

RQ16977884: Untitled Requisition Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Untitled Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until: [Calendar Icon]

Buying Entity: * 13EG

Transmit To Supplier? ☒

My Labels: [Icon] Apply Label...

Line Items (1) Show Details

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1	[Icon]	Xerox Colorqube Ink Cyan, Colorqube 8870 (6 ...	108R00950	1	each	\$0.00 USD	\$0.00 USD	\$92.89 USD	\$92.89000 USD

[Edit] [Copy] [Delete] [Add from Catalog...] [Add Non-Catalog Item...]

Total Cost: \$92.89000 USD [Update Total]

Users may expand the details of a line item by clicking **'Show Details.'**

24. After a catalog item has been added to an eRequisition, users may see more information about a supplier by clicking on the supplier's name in the detailed view.

Line Items (1) Hide Details

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1	[Icon]	Xerox Colorqube Ink Cyan, Colorqube 8870 (6 ...	108R00950	1	each	\$0.00 USD	\$0.00 USD	\$92.89 USD	\$92.89000 USD

Contract ID: 204D
Supplier: XEROX CORPORATION
Location: 600B Copier&Supply Orders Only
Commodity Code: 207-72 - Printer Accessories...

DIST
Bid Number: ITS-006500 - Printers and Peripherals

Xerox Colorqube Ink Cyan, Colorqube 8870 (6 Sticks), North America "Must be purchased along with printer MFP-Cannot be purchased independently"

[Edit] [Copy] [Delete] [Add from Catalog...] [Add Non-Catalog Item...]

Users may click directly on the supplier's name in the **'Show Details'** view to see more detailed information about the supplier.



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Note: The 'Review Details for Supplier' page appears, showing users additional details about a supplier including the supplier locations.

Note: Users may click on one of the supplier's locations to view even more information, such as the address, contact name, and preferred ordering method.

NC E-Procurement @your service A R I B A * SPEND MANAGEMENT Home | Help | Logout
Welcome NCAS Requester

Create Search Manage Recent Preferences

Review Details for Supplier

These are the details for the field you selected.

Supplier Name: XEROX CORPORATION
Corp website: <http://www.xerox.com>
Locations: [XEROX - All Orders Except 204D](#), [Xerox - Supplies Orders Only](#), [Xerox Direct](#), [Xerox Corp Reseller 204D Order](#)
HUB Category: None
HUB Status: None
Company Information: (no value)

The value displayed reflects the vendor's current HUB Category.
The value displayed reflects the vendor's current HUB Status.
The value displayed reflects the vendor's current Company Information.

Done

25. Click 'Done' to return to the eRequisition 'Summary' page.

NC E-Procurement @your service A R I B A * SPEND MANAGEMENT Home | Help | Logout
Welcome NCAS Requester

Create Search Manage Recent Preferences

Review Details for XEROX - All Orders Except 204D

These are the details for the field you selected.

Name: XEROX - All Orders Except 204D
Address: 123 Main St.
Anytown, NC 27609
United States
Contact: Theresa Liuzzo
Email Address: nc_supplier@yahoo.com
Phone: 704-551-2199
Fax: 19198502866
Preferred Ordering Method: Email

Done

26. Click 'Catalog Home' to clear the search results and return to the initial Catalog Search page.

Supplier
B.W.Wilson Paper Co. (6)
CLARCOR Air ... (268)
D & H DISTRIBUTING ... (30)
LEXMARK ... (1142)
LRC, INC (39)
Show All ...

Language
English (22593)

Favorites
- Recent Choices -

Catalog Home
Catalog Search Options
Create Non-Catalog Item

Supplier Part #:
Manufacturer Part #:
Contract ID:
Commodity Code:

AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (1557)
AGRICULTURAL EQUIPMENT AND SUPPLIES (1180)
CHEMICALS (377)

APPLIANCES, ELECTRICAL, CLOCKS (10169)
APPLIANCES (3055)
ELECTRICAL EQUIPMENT (7114)

MEDICAL & LAB EQUIPMENT & SUPPLIES (142)
LABORATORY EQUIPMENT AND SUPPLIES (58)
MEDICAL EQUIPMENT AND SUPPLIES (84)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3042)
OFFICE EQUIPMENT AND SUPPLIES (2827)
PAPER AND PAPER PRODUCTS/PLASTICS (61)



III. Summary

The **'Summary'** page allows the user to enter a title as well as shipping, comment, and attachment information. It also allows the user to review the eRequisition for accuracy. The approval flow for the eRequisition can be viewed from the **'Approval Flow'** Tab on the **'Summary'** page as well.

1. Once on the **'Summary'** page, users can enter a title for the eRequisition. The title should be descriptive of the items being purchased and can be used to make the eRequisition easily identifiable.
2. The **'Pre-Encumbrance Status'** appears for NCAS users only and indicates the pre-encumbrance status of the eRequisition in NCAS. The field remains populated with **'Not Encumbered'** until the eRequisition has been sent to NCAS to pre-encumber the designated amount.

Note: Once a user submits the eRequisition, the information is sent to NCAS to pre-encumber the designated amount of the purchase order. The **'Pre-Encumbrance Status'** reflects when the eRequisition has been pre-encumbered. When the eRequisition becomes a purchase order, the money will be fully encumbered in NCAS.

3. The **'On Behalf Of'** field will default to the requester's name. To create an eRequisition on behalf of another user, use the **'On Behalf Of'** drop-down menu and select that user's name. If the user does not appear in the drop-down menu, select **'Search for more...'** and search for the user in the pop-up window that appears.
4. The **'Delay Purchase Until'** field, visible for NCAS and Non-Integrated users only, allows the eRequisition to be submitted and approved but not be distributed to the supplier until the date specified.

Note: Funds will not be encumbered in NCAS until the date specified in the **'Delay Purchase Until'** field and a purchase order is successfully created with a status of **'Ordered.'**

5. The **'Buying Entity'** field, visible for NCAS users only, will default to the buying entity that is selected in the user's profile. It can be updated using the **'Buying Entity'** drop-down menu. If the desired buying entity does not appear in the drop-down menu, select **'Search for more...'** and search for the desired buying entity.
6. The **'Transmit to Supplier'** field, visible for NCAS and Community College users only, defaults to checked, meaning that the purchase order, when created, will be sent to the supplier. If the box is unchecked the supplier will **not** receive a copy of the purchase order.

The screenshot shows the 'Summary' tab of the eRequisitioning system. The form contains the following fields and values:

- Title:** A text input field with the placeholder text 'The title of the eRequisition may be entered in this field'.
- Pre-Encumbrance Status:** A dropdown menu showing 'Not Encumbered'.
- On Behalf Of:** A dropdown menu showing 'NCAS Requester'.
- Delay Purchase Until:** A date input field.
- Buying Entity:** A dropdown menu showing '41EG'.
- Transmit To Supplier:** A checkbox that is checked, highlighted by a dashed circle.
- My Labels:** A link labeled 'Apply Label...'.



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- While on the **'Summary'** page, users may review the eRequisition line items prior to submitting the eRequisition. Line items can be edited, copied, and/or deleted directly from this page by checking the box next to the line item and clicking the appropriate button. See the 'Editing Line Items' process guide for additional information regarding those processes.

Note: Click the **'Hide Details'** link to minimize the amount of information that is shown for each line item. Once the **'Hide Details'** link has been selected, the requisition details will remain hidden until the user changes their default preference or clicks the **'Show Details'** link.

Note: The small button next to the **'Hide Details'** link opens the **'Table Options Menu'** and can be used to select exactly what information is displayed for each line item.

NC E-Procurement @your service

Home | Help | Logout

SPEND MANAGEMENT

Home

Create Search Manage Recent Preferences

RQ16977884: Untitled Requisition

Back to Catalog Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Untitled Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until: []

Buying Entity: * 13EG

Transmit To Supplier? [x]

My Labels: [] Apply Label...

Line Items (1)

Hide Details

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Xerox Colorqube Ink Cyan, Colorqube 8870 (6 ...	108800950	1	each	\$0.00	\$0.00	\$92.89 USD	\$92.89000 USD

Contract ID: 2040
Supplier: XEROX CORPORATION
Location: 600B Copier&Supply Orders Only
Commodity Code: 207-72 - Printer Accessorie...

Bid Number: ITS-0065 - Printers and Peripherals

Edit Copy Delete Add from Catalog... Add Non-Catalog Item...

Total Cost: \$92.89000 USD
Update Total

SHIPPING - ENTIRE EREQUISITION

The **'Hide Details'** link minimizes the amount of information shown for eRequisition line items. It toggles back and forth with the **'Show Details'** link.

Users may **'Edit,' 'Copy,'** or **'Delete'** line items by checking the box beside the line item(s) and clicking the appropriate button.

The **'Table Options Menu'** button allows users to pick which details will appear in the detailed eRequisition view.



8. The **'Shipping – Entire eRequisition'** section at the header level should be populated according to where and to whom the items on the eRequisition should be shipped. Shipping preferences entered here will default on the entire eRequisition unless a user has entered unique values on certain line items.

Note: Shipping preferences for single lines may be set by editing the line item individually. These edits will remain in place even if the user changes an overall setting on the **'Summary'** page.

9. The **'Ship To'** field automatically defaults to the ship to location set up in the user's profile. Users may choose a different option by selecting **'Search for more...'** from the drop-down menu.

Note: The **'Ship To'** drop-down menu contains the ship-to addresses that have been entered by an administrator. These addresses are agency specific.

10. The **'Deliver To'** field indicates the recipient of the order. This is a free-text field that defaults to the requester's name. The default value can be deleted, and the field can be populated with any value.

11. The **'Need-by Date'** field is transmitted on the purchase order to the supplier as the date by which the items need to be delivered. The calendar icon next to the field may be used to select the appropriate date.

12. The **'Shipping Method'** field describes the method by which items will be shipped to the buyer and defaults to **'BEST WAY'** for both NCAS Agencies and EP Lite Agencies. This field can be changed by selecting **'Search for more...'** from the drop-down menu.

13. The **'Freight on Board (FOB) Code'** reflects how freight charges for the order are paid. This value defaults to **'001'** for NCAS Agencies and **'Destination'** for EP Lite Agencies. Using the drop-down menu, users may select **'Search for more...'** to find the option that best meets the user's agency purchasing policies.

14. The **'Terms of Payment'** field describes the timelines and conditions of payment to the vendor and defaults to **'N30'** for both NCAS Agencies and EP Lite Agencies. Using the drop-down menu, users may select **'Search for more...'** to find the option that best meets the user's agency purchasing policies.

SHIPPING - ENTIRE EREQUISITION

Ship To: * NCAS Ship To

Deliver To: * NCAS Requester

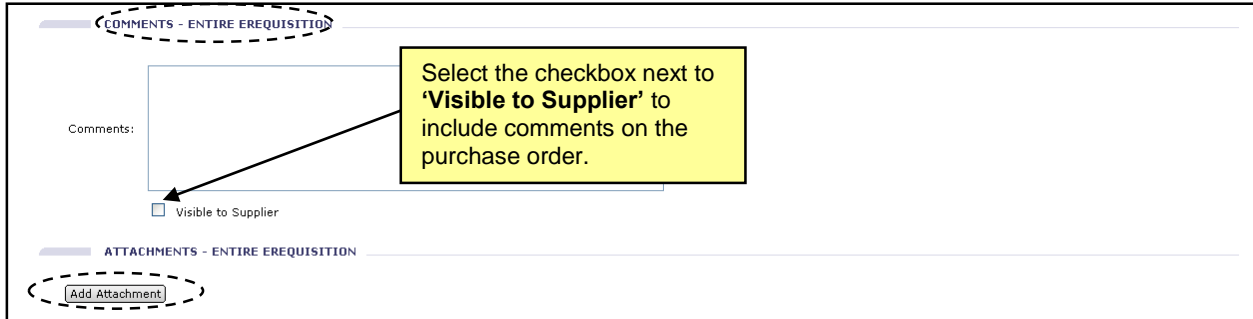
Need-by Date: [Calendar Icon]

Shipping Method: * BEST WAY

FOB Code: * 001

Terms of Payment: * N30

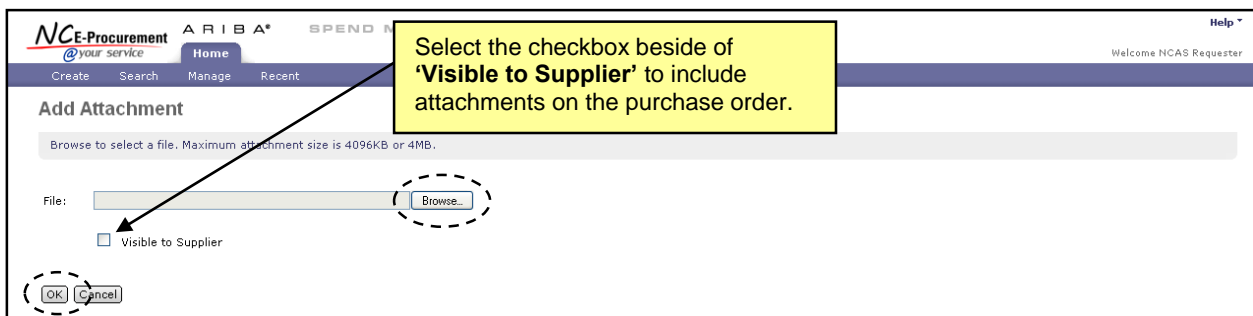
15. Comments may be added for the entire eRequisition using the '**Comments – Entire eRequisition**' field. The requester may add only one comment at the header level of the eRequisition. If more comments are needed, they may be added either at the line item level or at the header level by approvers of the eRequisition.
16. Attachments may be added to the eRequisition at the header level by clicking the '**Add Attachment**' button.



17. The '**Add Attachment**' page is displayed after the '**Add Attachment**' button has been clicked at the header level on the '**Summary**' page. Click the '**Browse**' button to locate and select an attachment, then click '**OK**' once the attachment is selected to populate the '**File**' field.

Note: The following file types are acceptable as attachments: .bmp, .csv, .doc, .docx, .dotx, .gif, .htm, .html, .jpeg, .jpg, .pdf, .png, .potx, .ppsx, .ppt, .pptx, .ps, .rtf, .sldx, .txt, .xls, .xlsx, .xltx, .xml, and .zip

Note: The maximum file size for attachments is 5MB. Adding more than 10MB of total attachments may cause a delay when sending purchase orders to vendors who receive their orders via the Ariba Supplier Network (ASN), and adding more than 5MB of total attachments may cause a delay when sending purchase orders to vendors who receive their orders via email or fax.





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18. Once an attachment has been added to an eRequisition, the user can add more attachments by clicking the **'Add Attachment'** button again. Users may also change an existing attachment's visibility to the supplier by checking or unchecking the **'Visible to Supplier'** checkbox. Finally, users may delete unwanted attachments by clicking the corresponding **'Delete'** button.

ATTACHMENTS - ENTIRE EREQUISITION

File Name ↑	Size	Creator	Visible to Supplier	
A Guide to Vendor Registration.pdf Download	725.2 KB	NCAS Requester	<input type="checkbox"/>	Delete

[Add Attachment](#)

19. The system generated approval flow can be reviewed by clicking the **'Approval Flow'** tab. For more information regarding approval flows, see the 'Approving an eRequisition' process guide.
20. To submit the eRequisition to be reviewed and approved by the approval flow, click the **'Submit'** button either at the top of the bottom of the page.

NC E-Procurement @your service

Home | Help | Logout

Welcome NCASRequester NCASRequester

Create Search Manage Recent Preferences

RQ16977884: Untitled Requisition

Review your requisition, make changes as necessary, and submit the request for approval.

[Back to Catalog](#) [Submit](#) [Exit](#)

Summary **Approval Flow**

Title: Untitled Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * NCASRequester NCASR

Delay Purchase Until:

Buying Entity: * 13EG

Transmit To Supplier? ☒

My Labels: [Apply Label...](#)

Line Items (1)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Xerox Colorqube Ink Cyan, Colorqube 8870 (6 ...	108R00950	1	each	\$0.00 USD	\$0.00 USD	\$92.89 USD	\$92.89000 USD

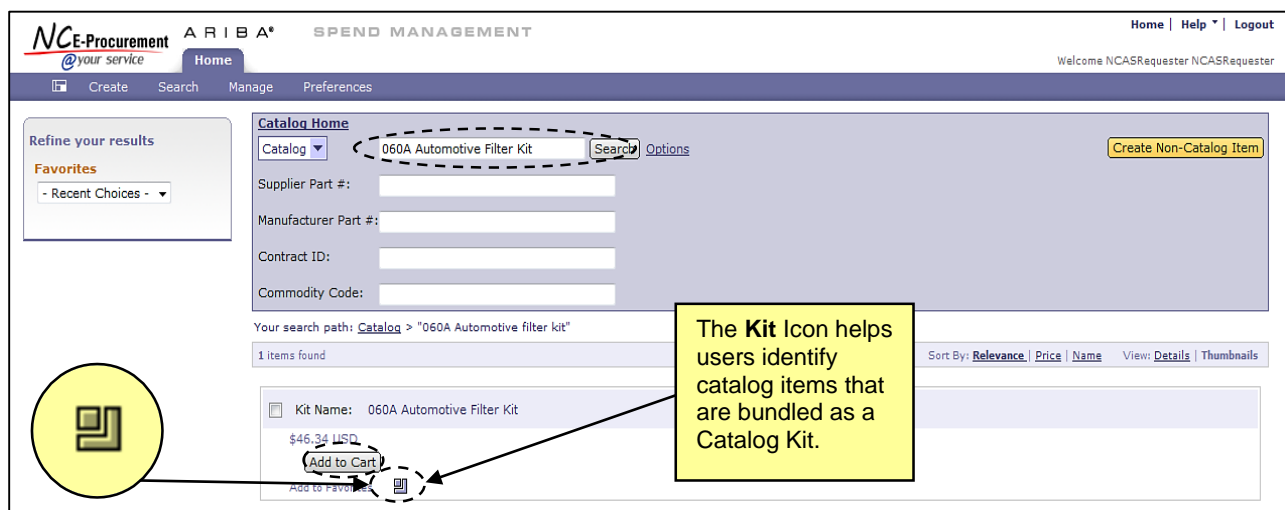
View the system generated approval flow by clicking the **'Approval Flow'** tab.

IV. Catalog Item Kits

Catalog Kits are items in NC E-Procurement that are bundled together by the supplier into one unit, such as items that are typically ordered for new employees. When ordered from the catalog, users will order a Catalog Kit as one item. However, the Catalog Kit might appear in the eRequisition as a list of separate items.

1. Catalog Kit items can be located by performing a keyword search for the Catalog Kit name.
2. The returned search results will display the Catalog Kit name and will have a **Catalog Kit Icon** displayed to indicate that the item is a Catalog Kit.
3. To add the Catalog Kit Item to the eRequisition, click '**Add to Cart**' next to the desired kit.

Note: The entire Catalog Kit will be added to the eRequisition initially. Once added, users can then make edits to the Catalog Kit, including the deletion of certain items. Catalog Kit items that are required cannot be deleted.



4. When first added to the eRequisition, the Catalog Kit will appear as one compressed line item, but all the line numbers will be indicated (i.e. 1 – 4).

- Click the arrow next to the compressed line item to view all lines associated with the Catalog Kit.

Summary | Approval Flow

Title: Untitled Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: *NCASRequester NCASR

Delay Purchase Until:

Buying Entity: *13EG

Transmit To Supplier? ☒

My Labels: [Apply Label...](#)

Line Items (4) [Hide Details](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1-4		060A Automotive Filter Kit	KIT1_065A_1	1	each	\$0.00 USD	\$0.00 USD	\$46.34 USD	\$46.34000 USD

060A Automotive Filter Kit

Supplier: AUTO SUPPLY COMPANY, INC.
Location: (05) Auto Supply High Point
Commodity Code: 060-42 - Filters: Air, Fuel...

Bid Number: (no value)
Catalog Kit: KIT1

[Edit](#) [Copy](#) [Delete](#) [Add from Catalog...](#) [Add Non-Catalog Item...](#)

Total Cost: \$46.34000 USD [Update Total](#)

If expanded, all 4 line items in the Catalog Kit will display.

- Once the Catalog Kit is expanded, each line item will be visible. The **'Kit requires item'** checkbox will indicate whether the line is required for the Catalog Kit. If the **'Kit requires item'** box is checked, users will not be able to remove the line from the eRequisition.
- If the **'Kit requires item'** box is not checked, users may delete the line item by checking the box next to the line item and clicking **'Delete.'**

Line Items (4) [Hide Details](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1-4		060A Automotive Filter Kit	KIT1_065A_1	1	each	\$0.00 USD	\$0.00 USD	\$46.34 USD	\$46.34000 USD
060A Automotive Filter Kit									
Supplier: AUTO SUPPLY COMPANY, INC. Location: (05) Auto Supply High Point Commodity Code: 060-42 - Filters: Air, Fuel...									
Bid Number: (no value) Catalog Kit: KIT1									
1		ACDelco, Oil Filter, PF48, Each	PF48	1	each	\$0.00 USD	\$0.00 USD	\$2.21 USD	\$2.21000 USD
ACDelco, Oil Filter, PF48, Each									
Contract ID: 060C Supplier: AUTO SUPPLY COMPANY, INC. Location: (05) Auto Supply High Point Commodity Code: 060-42 - Filters: Air, Fuel...									
Bid Number: 201300257 - Filters, Oil and Air, Automotive									
Parent Kit: KIT1									
Kit requires item: <input type="checkbox"/>									
2		ACDelco, Air Filter, A1163C, Each	A1163C	1	each	\$0.00 USD	\$0.00 USD	\$6.92 USD	\$6.92000 USD
ACDelco, Air Filter, A1163C, Each									
Contract ID: 060C Supplier: AUTO SUPPLY COMPANY, INC. Location: (05) Auto Supply High Point									



V. Catalog Item BForms

Business Forms (BForms) are Statewide Term Contract items that have specific attributes associated with them and that require the user to select a preferred option before the item is added to the eRequisition (e.g., size, color, delivery options). When a user adds a BForm item to the eRequisition, the system displays the options for the user to choose. The user should select the preferred options and click **'Next'** to add the item to the shopping cart.

1. Execute a keyword search and add the item to the eRequisition by clicking **'Add to Cart.'** An additional screen will prompt users to select or enter additional information related to the selected item.

The screenshot displays the NC E-Procurement eRequisitioning Course interface. The top navigation bar includes the logo, 'ARIBA' logo, 'SPEND MANAGEMENT', and links for 'Home', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The 'Search' tab is active, showing a search bar with the keyword 'furniture' and a 'Search' button. To the right of the search bar is a 'Create Non-Catalog Item' button. Below the search bar, there are input fields for 'Supplier Part #', 'Manufacturer Part #', 'Contract ID', and 'Commodity Code'. The search results section shows '26 items found' and a list of items. The first item is 'Cabinet, Storage, Metal, Heavy Duty, 42"Hx36"Wx18 ...' with a price of '\$184.00 USD'. It has a quantity of '1' and an 'Add to Cart' button. The second item is 'Cabinet, Storage, Metal, Heavy Duty, 78"Hx36"Wx18 ...' with a price of '\$267.00 USD'. It also has a quantity of '1' and an 'Add to Cart' button. The third item is 'Shelves, 36"x18", Parent Metal, LD3618, Specify ...'. The interface also includes a 'Refine your results' sidebar on the left with filters for 'Keyword', 'Category', 'Supplier', 'Manufacturer', 'Price', and 'Favorites'. The 'Keyword' filter shows 'color (16)', 'specify (16)', 'shelves (14)', 'hinged (8)', and 'extra (8)'. The 'Category' filter shows '420-59: Lounge ... (1)', '425-89: Storage ... (24)', and '600-38: Copy ... (1)'. The 'Supplier' filter shows 'AMERICAN SEATING ... (1)', 'IKON OFFICE ... (1)', and 'MacThrift Office ... (24)'. The 'Manufacturer' filter shows 'American Seating Co. (1)', 'Parent Metal ... (24)', and 'Ricoh (1)'. The 'Price' filter shows '\$0.00 USD (1)', '\$10.00 - \$100.00 USD (16)', '\$100.00 - \$1,000.00 ... (8)', and '\$1,000.00 - \$10,000 ... (1)'. The 'Favorites' filter shows 'Recent Choices'.



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2. Select the necessary additional information using the drop-down menu for the applicable BForm options.
3. Click **'Next'** to add the item to the eRequisition.

4. Once the BForm line item has been added to the eRequisition, it will be visible and editable at the line item level in the shopping cart. A message will indicate that the line item has editable BForm options.

Note: To edit a previously entered BForm choice, the user may check the box next to the item on the **'Summary'** page and click the **'Edit'** button to reach the **'Edit Line Items'** page.



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- In the **'Line Item Details'** section, the user may click the corresponding BForm attribute beside of **'Additional Data.'** Click the underlined BForm option link (i.e. **'Color Options,'** **'Delivery Options,'** etc.) to update the value previously selected for the BForm item.

Item Classification:	Good	<div style="border: 1px solid black; padding: 5px; background-color: yellow;"> Click the appropriate BForm attribute beside of 'Additional Data.' </div>
Contract Type:	Statewide	
Contract:	* 425H: Cabinets Storage/Wardrobe and Safety Storage	
Bid Number:	500256 - Cabinets, Storage/Wardrobe and Safety Storage	
Comments for Accounts Payable Attention:		
Due-on Date:	<input type="text"/>	
Additional Data:	Color Options	

- The user will be taken to the attributes page (**'Color Options'** in the below example) and will be able to edit the previous BForm selection. Once the selection is correct, click **'OK'** to navigate back to the **'Edit Line Item'** page. Click **'OK'** again to return to the **'Summary'** page.

ARIBA*
SPEND MANAGEMENT

[Home](#) | [Help](#) | [Logout](#)

[Create](#)
[Search](#)
[Manage](#)
[Recent](#)
[Preferences](#)

Welcome NCAS Requester

Color Options

You have selected a catalog item that requires additional information.

Item Description: Cabinet, Storage, Metal, Heavy Duty, 42"Hx36"Wx18"D, Parent Metal, 142-S, 2-Door, Non-Self-Closing, 2 Adjustable Shelves, 2 Chrome Handles, 3 Point Locking System, Concealed Hinges, Specify Color

Color: Blue

Blue
 Light Grey
 Black
 Champagne

OK



VI. Catalog Item Favorites

Users may add specific Statewide Term Contract items to a favorites list for quick reference. Catalog items saved as favorites are updated as the catalog item is updated (e.g., price, description). To utilize catalog Favorites, users must first define **'Favorites Folders.'** Specific catalog items can then be added to a defined Favorites Folder. If no folder is defined, any items marked as Favorites will be added to a folder named **'My Default Folder.'**

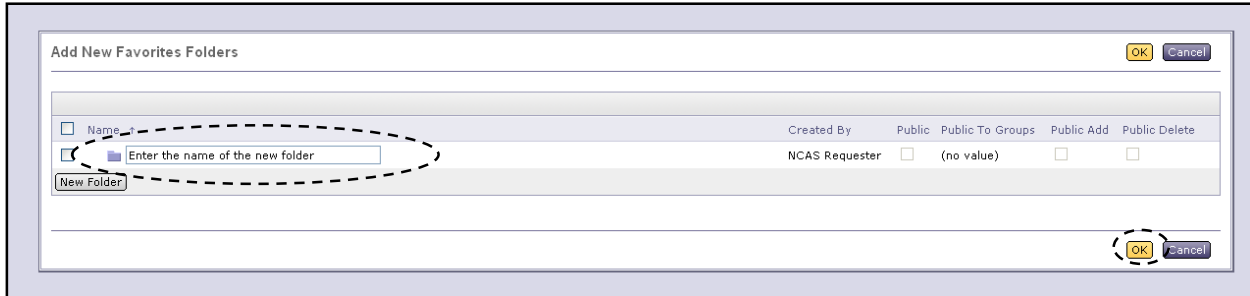
1. To define a Favorites Folder, execute a catalog search for the desired item.
2. Click the **'Add to Favorites'** link next to the item and select **'Organize Favorites.'**

The screenshot shows the NC E-Procurement catalog search results page. The search term 'paper' is entered in the search bar. The results show two items: 'Paper, Bond, Recycled 100%, White, Boise Aspen' and 'PAPER FOR DIGITAL BP MONITOR PRINTER 6014P EA'. The 'Add to Favorites' link is circled, and a dropdown menu is shown with 'Organize Favorites...' selected.

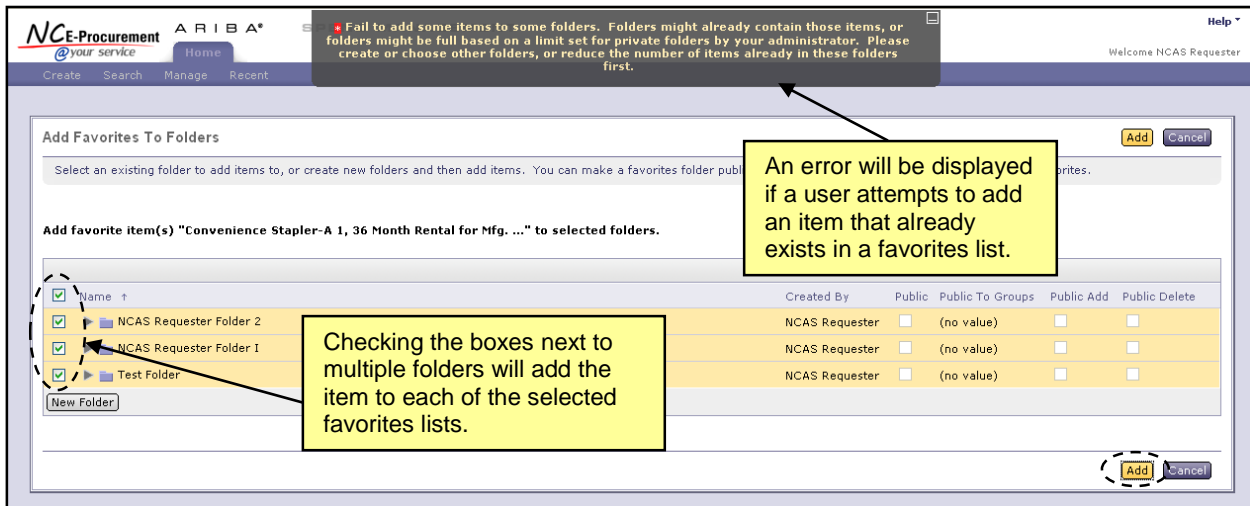
3. Click **'New Folder.'**

The screenshot shows the 'Organize Favorites' dialog box. The 'New Folder' button is circled.

- Enter the name of the folder in the available free-text field and click 'OK.'

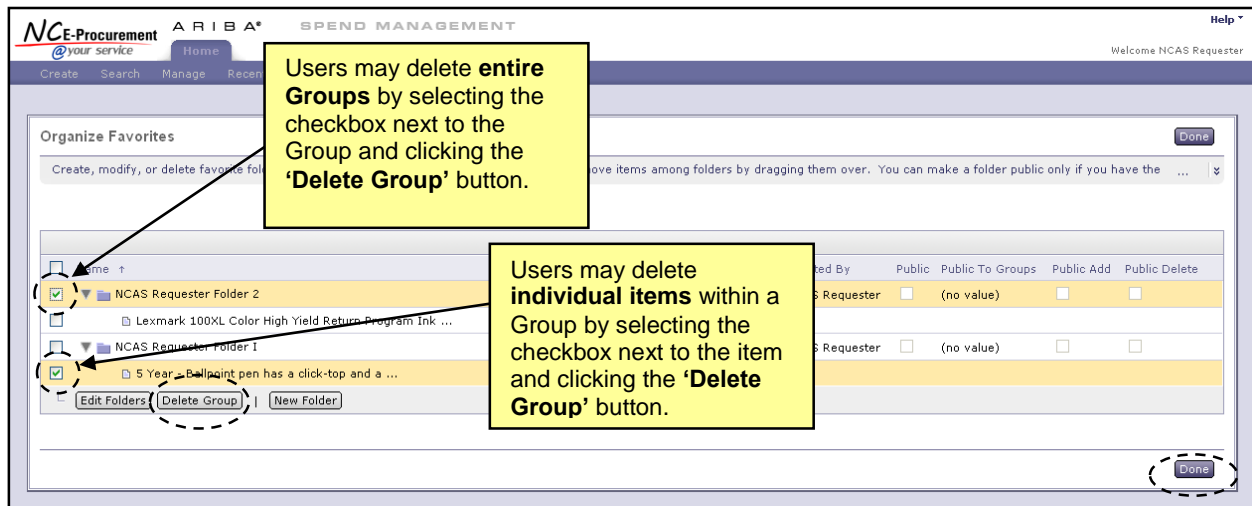


- The same item may be added to multiple folders by checking the box next to each folder and clicking the 'Add' button. If the item already exists in a folder, the user will receive an error message.



6. To make changes to favorites lists, a user may check the box next to the appropriate folder and click '**Edit Folders,**' '**Delete Group,**' or '**New Folder.**' Once all necessary folders are updated, click '**Done.**'

Note: Clicking the '**Delete Group**' button will permanently delete an individual item within a folder or the entire folder and all of its saved contents. This action cannot be undone.





NC E-Procurement @ Your Service eRequisitioning Course eRequisition Catalog Item Process Guide

- Users will be returned to the catalog search after clicking **'Done.'**
- Now that the folder has been created, click **'Add to Favorites'** next to the desired item and then **'Add To Folders...'**

Refine your results

Keyword
peninsula (32)
table (30)
industry (19)
tiffany (19)
csii (19)
Show All ...

Category
285-58: Lighting ... (2)
287-78: Teaching ... (11)
360-10: Carpets and ... (1)
475-65: Pads, ... (2)
475-80: Syringes ... (1)
Show All ...

Supplier
FEEDBACK ... (1)
GREGORY POOLE ... (8)
MyOfficeProducts (1)
SOUTHERN ... (8)
XEROX CORPORATION (1)
Show All ...

Language
English (73)

Manufacturer
Bobcat (2)
DERMARITE ... (1)
Future-Tek (1)
SANFORD (1)
Tiffany Industries ... (19)
Show All ...

Price
\$1.00 - \$10.00 USD (2)
\$10.00 - \$100.00 USD (15)
\$100.00 - \$1,000.00 ... (39)
\$1,000.00 - \$10,000 ... (12)
\$10,000.00 - ... (1)
Show All ...

Favorites
Recent Choices -

Catalog Home
pen Search Options Create Non-Catalog Item

Supplier Part #:
Manufacturer Part #:
Contract ID:
Commodity Code:

Your search path: Catalog > "pen"

Supplier Punchout Catalog Resources

- MyOfficeProducts (1)
MyOfficeProducts (Punchout Catalog) - 615A...
- Forms & Supply, Inc-FSIoffice (1)
Forms and Supply (615A Punchout Catalog)
- Piedmont Office Suppliers/Fais (1)
Faison Office Product dba Piedmont Office Supplier

Shorten View

70 items found Show: 20 | 50 | 100 results per page Sort By: Relevance | Price | Name View: Details | Thumbnails

Add to Cart Compare Add to Favorites Page 1

Phaser 8560MFP: 30ppm Color Multifunction Iot, ...
\$1,136.69 USD
Qty: 1
Add to Cart Add to Favorites
Supplier: XEROX CORPORATION
Supplier Part #: 8560MFP/EN
Term Contract: 204D
Available in: 30 Day(s)
DIST
Phaser 8560MFP: 30ppm Color Multifunction Iot, Fax, Networking, 2400 Finepoint Image Quality, 512MB Memory, 40GB HD, 1X525 Letter/Legal Input Tray, Na Pwr Cord

5 Year - Ballpoint pen has a click-top and a ...
\$9.59 USD
Qty: 1
Add to Cart Add to Favorites Add To Folders... Organize Favorites...
Supplier: C.A. Short Company
Supplier Part #: SNC8001
Term Contract: 080A
Available in: 15 Day(s)
5 Year - Ballpoint pen has a click-top and a chrome finish. Includes State Seal on pen cap.

- Check the box next to the folder that will contain the item and click **'Add.'**

Add Favorites To Folders Add Cancel

Select an existing folder to add items to, or create new folders and then add items. You can make a favorites folder public only if you have the permission to manage public favorites.

Add favorite item(s) "5 Year - Ballpoint pen has a click-top and a ..." to selected folders.

Name ↑	Created By	Public	Public To Groups	Public Add	Public Delete
<input type="checkbox"/> NCAS Requester Folder I	NCAS Requester	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>

New Folder

Add Cancel



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10. Users with 'NCAS Purchasing,' 'EPLite Purchasing,' and 'Non-Integrated Purchasing' roles will have the ability to check the **'Public'** box to publish a favorites list that will become an agency standard. Check the box next to the favorites list to become public, and then click the **'Edit Folders'** button.

Organize Favorites

Create, modify, or delete favorite folders. You can also delete items from favorite folders or move items among folders by dragging them over. You can make a folder public only if you have the permission to manage public favorites.

Name	Created By	Public	Public To Groups	Public Add	Public Delete
Department Standard	NCAS Administrator	<input checked="" type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>
Metal Chairs, Capa Guest Chair Standard Matte ...					
Six-Drawer Cabinet, 16"w x 24"d x 28"h					
Individual User Favorite List	NCAS Administrator	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>
5 Year - Ballpoint pen has a click-top and a ...					
Paper, Bond, Recycled 50%, White, Boise Aspen 50 ...					

[Edit Folders](#) [Delete Group](#) [New Folder](#)

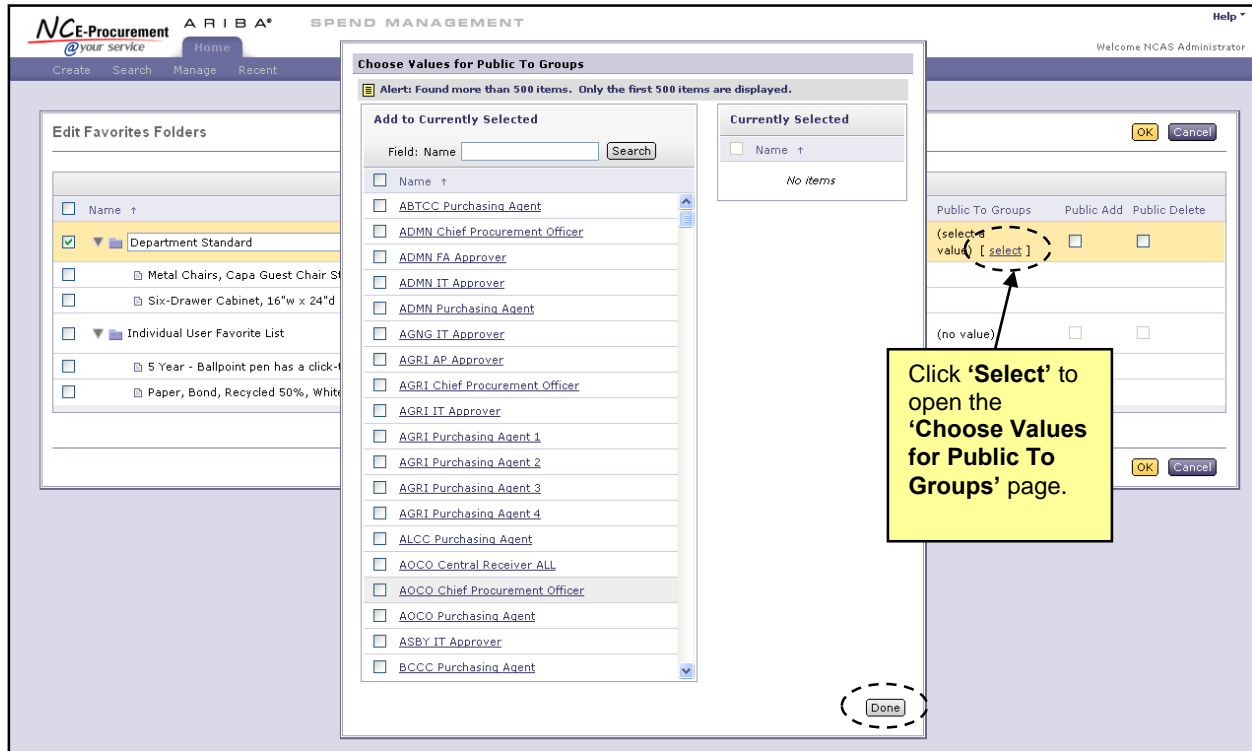
11. While in edit mode, check the **'Public'** box for the chosen favorites list and click **'OK.'**

Edit Favorites Folders

Name	Created By	Public	Public To Groups	Public Add	Public Delete
Department Standard	NCAS Administrator	<input checked="" type="checkbox"/>	(select a value) [select]	<input type="checkbox"/>	<input type="checkbox"/>
Metal Chairs, Capa Guest Chair Standard Matte ...					
Six-Drawer Cabinet, 16"w x 24"d x 28"h					
Individual User Favorite List	NCAS Administrator	<input type="checkbox"/>	(no value)	<input type="checkbox"/>	<input type="checkbox"/>
5 Year - Ballpoint pen has a click-top and a ...					
Paper, Bond, Recycled 50%, White, Boise Aspen 50 ...					

[OK](#) [Cancel](#)

12. Once a favorites list has been classified as public, the user must then choose which groups will have access to the published favorites list. They may do this by clicking **'Select'** under the **'Public To Groups'** column. The **'Choose Values for Public To Groups'** page will be displayed. Check the box next to the chosen group and click **'Done.'**



Choose Values for Public To Groups

Alert: Found more than 500 items. Only the first 500 items are displayed.

Add to Currently Selected

Field: Name Search

☐ Name ☐ ABTCC Purchasing Agent
☐ ADMN Chief Procurement Officer
☐ ADMN FA Approver
☐ ADMN IT Approver
☐ ADMN Purchasing Agent
☐ AGNG IT Approver
☐ AGRI AP Approver
☐ AGRI Chief Procurement Officer
☐ AGRI IT Approver
☐ AGRI Purchasing Agent 1
☐ AGRI Purchasing Agent 2
☐ AGRI Purchasing Agent 3
☐ AGRI Purchasing Agent 4
☐ ALCC Purchasing Agent
☐ AOCO Central Receiver ALL
☐ AOCO Chief Procurement Officer
☐ AOCO Purchasing Agent
☐ ASBY IT Approver
☐ BCCC Purchasing Agent

Currently Selected

☐ Name ☐ No items

Click **'Select'** to open the **'Choose Values for Public To Groups'** page.

Edit Favorites Folders

☐ Name ☐ Department Standard
☐ Metal Chairs, Capa Guest Chair Standard Matte ...
☐ Six-Drawer Cabinet, 16"w x 24"d
☐ Individual User Favorite List
☐ 5 Year - Ballpoint pen has a click-top and a ...
☐ Paper, Bond, Recycled 50%, White, Boise Aspen 50 ...

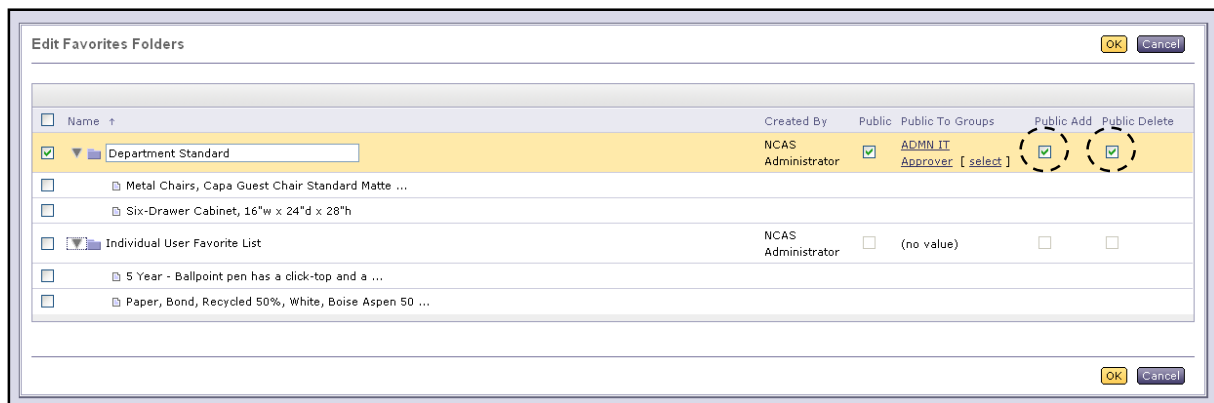
Public To Groups **Public Add** **Public Delete**

(select value) [select] ☐ ☐

(no value) ☐ ☐

Done

13. Users with 'NCAS Purchasing,' 'EPLite Purchasing,' and 'Non-Integrated Purchasing' roles will have the ability to check the **'Public Add'** and **'Public Delete'** boxes either independently or together. When these boxes are checked, users who have the ability to view the published favorites list will also be able to add items, delete items, or both.



Edit Favorites Folders

☐ Name ☐ Created By ☐ Public ☐ Public To Groups ☐ Public Add ☐ Public Delete

☒ ☐ Department Standard NCAS Administrator ☒ ADMN IT Approver [select] ☒ ☒

☐ Metal Chairs, Capa Guest Chair Standard Matte ... NCAS Administrator ☐ (no value) ☐ ☐

☐ Six-Drawer Cabinet, 16"w x 24"d x 28"h

☐ Individual User Favorite List

☐ 5 Year - Ballpoint pen has a click-top and a ...

☐ Paper, Bond, Recycled 50%, White, Boise Aspen 50 ...

OK **Cancel**



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Note: Once the item has been added to the desired Favorite Folder, a star will appear next to the item to mark it as a Favorite.

The Favorites icon helps users to identify which catalog items have been saved to their favorites.

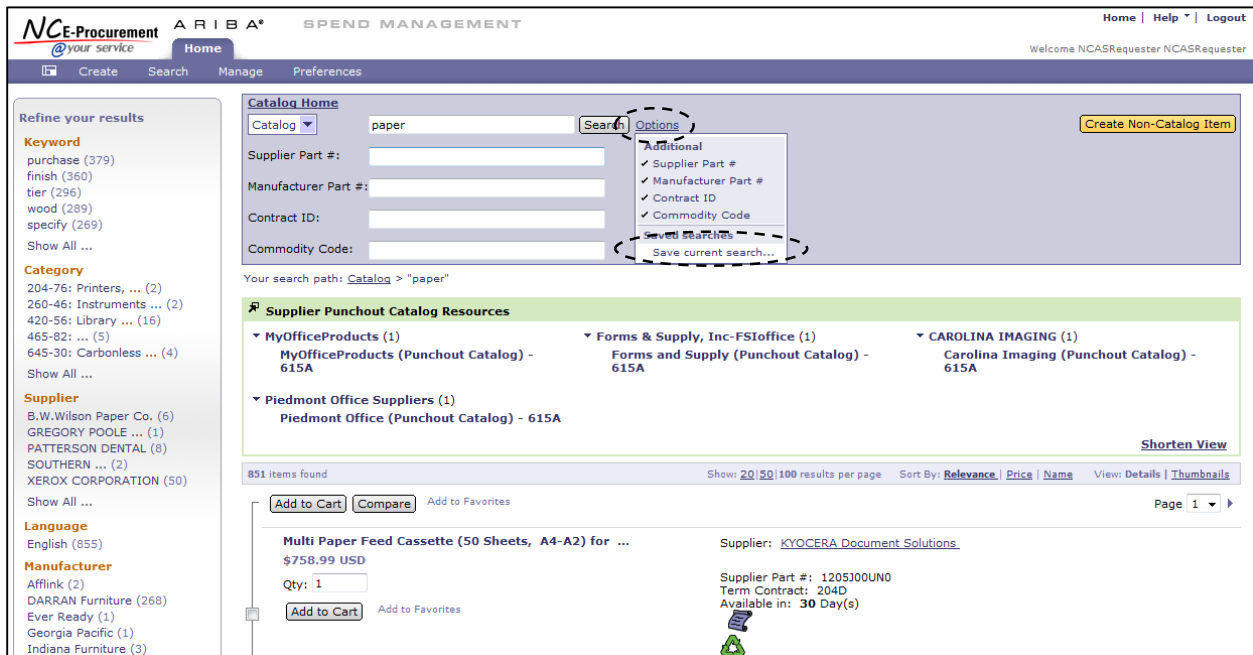
Note: Users may view one of their Favorite Folders by clicking the **'Favorites'** drop-down menu on the **'Catalog Home'** page and choosing the appropriate one.

Note: Users may view all of their Favorites Folders by picking **'Other...'** from the **'Favorites'** drop-down menu. Clicking the **'Select'** button for a folder will allow users to view all catalog items contained in that folder.

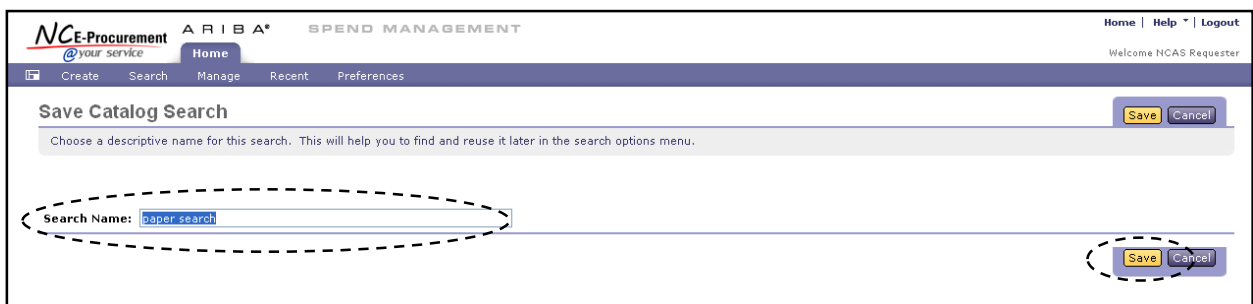
VII. Catalog Saved Searches

Users may save frequently used catalog searches for future reference. This can be helpful for users that add the same type of line items to an eRequisition on a regular basis.

1. From the **'Catalog Home'** page, users should run the catalog search using the same parameters as the search that they would like to be saved. The results will be displayed based on the requirements that the user has entered.
2. Click the **'Options'** link to view the list of available options for the search.
3. Click **'Save Current Search...'**



4. In the **'Search Name'** field, enter the name of the search that is being saved.
5. Click the **'Save'** button. The catalog search is now saved and the user is returned to the **'Catalog Home'** page.





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- To use a saved search, click the **'Options'** link from the **'Catalog Home'** page.
- Choose the saved search to execute under **'Saved Searches.'** The results for that search will be displayed.

Note: Saved searches save the search criteria to be executed, not specific catalog items. To save specific catalog items, refer to the **'Catalog Items Favorites'** section of this process document.

The screenshot shows the NC E-Procurement @your service web application. The top navigation bar includes links for Home, Help, and Logout. The main header displays 'ARIBA' and 'SPEND MANAGEMENT'. The left sidebar contains a 'Supplier' list with names like B.W. Wilson Paper, BLANKENSHIP, D & H Distributing, GREGORY POOLE, and LEXMARK, along with a 'Language' dropdown set to English and a 'Favorites' section with a 'Recent Choices' dropdown. The main content area is titled 'RQ16977884: Untitled Requisition' and shows 'Items: 0' and 'Total: \$0.00000 USD'. Below this is a search bar with a 'Catalog' dropdown, a search input field, and a 'Search' button. A dashed circle highlights the 'Options' link next to the search button. A dropdown menu is open, showing options: 'Additional', 'Supplier Part #', 'Manufacturer Part #', 'Contract ID', 'Commodity Code', 'Saved searches', 'Save current search', 'Run "paper search"', and 'Other'. A dashed circle highlights the 'Save current search' option. Below the search bar is a grid of category links with icons and counts: 'AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (377)', 'APPLIANCES, ELECTRICAL, CLOCKS (10389)', 'BUILDING MATERIALS, MAINTENANCE (3556)', 'CLOTHING & TEXTILE ITEMS (1240)', 'MEDICAL & LAB EQUIPMENT & SUPPLIES (142)', 'OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3042)', and 'OIL & GAS (405-00: FUEL, OIL, GREASE AND LUBRICANTS (1))'.